

**Representative Task Order Number One:** *Announcement of Opportunity (AO) – Planetary Surveyor Advanced Systems Investigations*

**Period of Performance:**

July 1, 2015 – September 30, 2016

**Background and Summary of the Requirement:**

The Outer Planets Program Office (OPPO) located at NASA Headquarters is sponsoring an Announcement of Opportunity (AO) to solicit investigations related to next-generation planetary surveyor systems. The AO's Project Manager (PM), a senior OPPO official, will be responsible for the solicitation's content, selection of reviewers, and oversight of the process, but requires support for the following activities, as summarized below and as defined more explicitly in the NRESS SOW:

1. Solicitation planning, development, and announcement; Notice-of-Intent (NOI) receipt; proposal receipt and collection; AO's proposal evaluation & review event planning; pre- and post-evaluation communication and administration with proposers; proposal workflow tracking and reporting; and reporting statistics and other specific information about the proposal pool.
2. Organizing, scheduling, and staging proposal reviews through multiple review panels that include both face-to-face meetings and virtual or teleconference participation, as well as mail-in reviews, and selection and steering meetings for NASA program managers and selection officials; administering and facilitating these activities, including providing document access and collaboration tools, documentation and transcription services, and arranging panel venue and travel, and mail review access; facilitating and solving problems during the panel events and the selection meeting; and for delivering data analytics before and after these activities, especially compiling and reporting panel summaries—a document written by the panel about the proposal summarizing their deliberations, panelists' individual proposal scores and panel overall scores after activities end.
3. Task close-out, including working with the PM to send final selection decisions to proposers and to support post-selection de-briefs; providing summary information and statistics about selection decisions; and archiving proposal artifacts.

**Additional Requirements:**

The AO shall be advertised via grants.gov and via peer-review support information technology systems (such as NSPIRES) operated by the contractor.

The contractor shall document and maintain the evaluation criteria, prepare evaluation forms and instructions for peer-reviewers and panelists, and orient reviewers and panelists to proposal evaluation standards, deadlines, and performance expectations.

The contractor shall support the recruitment of TMC members and science sub-panelists. (The TMC and science sub-panels are defined below.) The contractor shall arrange for and provide audio-video and information technology support, e.g., networking, view-only proposal access, laptop, or mobile device support during TMC and science sub-panel events.

The NRESS contractor shall operate a Help Desk to assist proposers and reviewers with solicitation, proposal submission, and/or electronic system navigation questions. The contractor shall support the development and delivery of timely response to Congressional inquiries.

**Assumptions:**

The Source Selection Official for the AO will be the Associate Administrator for the Science Mission Directorate (AA for SMD). An Evaluation Steering Committee (SC) consisting of eight senior OPPO and NASA Headquarters leaders will evaluate proposals for scientific merit, categorize proposals, and make selection recommendations to the AA. The OPPO will recommend to the SC the optimal payload program likely to derive from the AO, and the Advanced Instruments Project Office at the Goddard Space Flight Center (GSFC) will evaluate proposals for Technical, Management, and Cost (TMC) feasibility.

One of NASA's foreign partners has made an instrument available that possesses technical characteristics likely to be useful to proposers.

The AO will result in 40 compliant proposals limited to 125 pages for proposal body and an unlimited number of pages for the cost section of each proposal. To be compliant a proposal must be preceded by an NOI; proposals not preceded by an NOI will not be considered. Each proposal will include a proposal cover page and an abstract, both of which will be submitted via electronic peer-review support information technology systems (such as NSPIRES) operated by the contractor. Proposers may permissibly edit proposal documents until the proposal submission deadline. Each proposer must also deliver CD-ROMs containing the proposal body and abstract, companion technical documents, and all other supporting documentation to the contractor's office by no later than the submission deadline.

The TMC review will occur during a three-day period, near Greenbelt, MD in the Washington DC area at a commercial non-NASA site. The TMC panel will contain six members: two GSFC employees, one of whom will chair the TMC, and four non-government employees. The TMC must deliver all proposal reviews to the SC's sub-panels that are described below.

After the proposal submission deadline the PM and the TMC chairman observe that four proposals have requested access to the instrument owned by NASA's foreign partner. It is essential to obtain the foreign partner's perspective about instrument modifications and associated costs required to accommodate the six proposers' requirements. The

foreign partner commits to the TMC chairman that it will execute mail-in reviews of each of the four proposals that require access to its instrument.

The TMC chairman has also determined that a particular subject matter specialist at the Jet Propulsion Lab (JPL) does not need to serve on the TMC but the specialist's perspective is required to support the evaluation of two proposals. The JPL specialist will provide mail-in reviews.

To support the SC in developing selection recommendations the SC panel chair and the PM establish three discipline-specific science sub-panels. Each sub-panel will evaluate the proposals assigned to it for science & technical merit.

The SC's three science sub-panels will convene concurrently, at a commercial facility in the Washington, DC metro area, for four days prior to the SC meeting and the subsequent source selection meeting. There will be four reviewers on each sub-panel. Each sub-panel will consist of three NASA civil servants and one non-civil servant.

To determine the proposals for selection there will be two key selection events: (1) a three-day SC proposal categorization and recommendations development meeting; and (2) a one-day source selection meeting attended by members of the SC and chaired by SMD's AA. Both meetings will be held at NASA Headquarters. A NASA Headquarters contractor will provide information technology and audio-video services for these meetings.

Honoraria for non-government participants, i.e., TMC members and science sub-panelists, will be \$400 per day. The SC chairman and the sub-panel chairpersons are government employees and none are eligible for honoraria.

Travel, lodging, meals and incidental expenses, as prescribed in the Federal Travel Regulations (FTR), for non-federal TMC members and science sub-panelists will be reimbursed by the NRESS contractor as prescribed by the FTR.

#### **Key Dates:**

<u><b>Date</b></u>	<u><b>Activity</b></u>
July 1, 2015	Task start
August 2015	Announce solicitation
October 2015	Release draft AO
December 2015	Release final AO
January 2016	Notices of Intent (NOI) due
March 2016	Final proposals due
May 2016	TMC meeting
June 2016	Science sub-panels review meeting
June 2016	OPPO recommendations for optimal program
July 2016	SC categorization & recommendations

	development meeting
August 2016	Source selection meeting
September 2016	Selections announced
September 30, 2016	Task end

**Key Deliverables:**

1. Bi-weekly report of task status.
2. Bi-monthly project review meeting with PM.
3. Proposal database with key evaluation and decision statistics
4. Proposal evaluation forms and instructions for reviewers and panelists.
5. Plan for review, including both venue and panel mechanisms for in person and virtual participants
6. Tracking documents for proposal assignments and review status
7. Summary statistics of evaluation and selection.
8. Decision support documents, presentations, and minutes for HQ selection and steering meetings.
9. Decision letters
10. Congressional Notification report.
11. Announcement of selections
12. Procurement packages for use by NASA procurement office.
13. Expenditure report